

Rolling to Calendar Month

Information for WIC Staff



- ◆ When we switch over to the new computer system, **Journey**, we will also be transitioning from “rolling month” checks to “calendar month” checks.
- ◆ Calendar month means that checks will be valid from the first day of a month to the last day of the month. (June 1 to June 30, July 1 to July 31, August 1 to August 31)

Benefits of Calendar Month Issuance:

- ◆ It will be easier for participants and store staff to see when checks are valid.
- ◆ Staff won't need to change base dates to align family members.
- ◆ Participants will pick up their checks in the month prior to their effective date. For example, in June a mom can pick up her checks for July, August, and September, if she is receiving 3 months at a time. Then her next appointment will be in September for future checks.
- ◆ Receiving WIC benefits ahead of time alleviates the urgent sense of immediacy that occurs now with clients running low on food and/or formula.
- ◆ Clients will be able to use their WIC checks through the last day of the month, thus, easier to remember when they expire.

Other Characteristics of Calendar Month:

- ◆ The new system automatically prorates. If participants are late picking up checks for the current month, the checks will prorate if there are 20 or fewer days until the first day of the next month.
 - For example, if a participant is scheduled to pick up June, July, and August checks in May, and doesn't come into the clinic until June 11, she will receive a 2/3 prorated package for June and then full packages for July and August.
- ◆ When transitioning from GLink to Journey, participants may receive a prorated check for the current month, and then will receive full month checks after that.
 - For example, a participant who transitions to Journey on July 11 and already has GLink checks from June 12-July 12 will receive a 2/3 prorated food package for the remainder of July, (even though checks will be dated July 1-July 31) and then will receive full month checks for August and September.
- ◆ During the transition month to Journey, staff should continue scheduling participants around the same date in the month as they normally would with GLink. Participants' scheduled return visits will not coincide with their check expiration dates.
 - In the above example, the participant could be given a return appointment of September 11 even though she has valid checks through September 30. At the September 11 appointment she would receive checks for October, November, and December.

Calendar Month Check Issuance Q & A

Q: How should I prepare participants for the change in check dates?

A: The State will provide an insert for clients that explains the switch from rolling month to calendar month. In addition to providing participants with this handout you can also explain how their first check will be prorated.

Q: How should I schedule participants when my clinic transitions to Journey?

A: Continue to schedule as you normally do. Most participants will be issued a prorated check the first month and then will receive full month checks after that.

Q: If the participant picks up prorated checks at the end of the month (i.e. March 28), can I give 3 months of checks in addition to the prorated check?

A: No. The prorated check counts as a month of issuance and therefore staff will only be able to issue 2 additional months worth of checks (the prorated food package for March and full packages for April and May).

